

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a special meeting of the **Brown County Administration Committee** was held on Wednesday, September 19, 2018 in Room 207, City Hall, 100 North Jefferson St, Green Bay, WI

Present: Vice Chair Kneiszel, Supervisor Vander Leest, Supervisor Schadewald
Also Present: Supervisor Landwehr, Corporation Counsel Dave Hemery, Technology Services Director August Neverman, Treasurer Paul Zeller, Director of Administration Chad Weininger

I. Call to Order:

The meeting was called to order by Vice Chair Kneiszel at 6:45 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve.
Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

Technology Services

1. Approval of the lowest qualified bid for Project 2237 – Fox River Papermaking Corridor Fiber Project.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve bid of Elexco, Inc. of Seymour, Wisconsin in the amount of \$107,190. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Approval of the lowest qualified bid for Project 2252 – HSHS Fiber Project.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve bid of Directional Drilling Services of Green Bay in the amount of \$134,445. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Treasurer

**3. Discussion and possible action on the sale of the following tax deed parcels (*Auction results of Sept. 19, 2018 to be passed out to Supervisors at meeting*):
Parcel 6-305-B Behind 1406 Ridge Road 54304 in the City of Green Bay – High bid \$??**

Treasurer Paul Zeller provided a handout, a copy of which is attached, which shows the parcel. No bids were received for this parcel so it was put back out for bids per the Committee's recommendation. All adjacent property owners were notified of this and Zeller informed he received a call from one of the adjoining owners stating he would be willing to take the parcel at no cost. Zeller recommended the Committee direct him to put the parcel back out for sale on the auction site for a minimum bid of \$350 which is the amount owed the County.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to direct Treasurer to put back out for bids at \$350 minimum bid. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. **Review Recommendation from BC Purchasing Dept., and Discussion & possible Action regarding awarding Project # 2269 (Realtor to sell Brown County owned Real Estate) (*Recommendation to be passed out to Supervisors at meeting*).**

Zeller provided an RFI, a copy of which is attached. He recalled the direction of the Administration Committee was to work with Purchasing to put out an RFI. Zeller said he found 26 real estate brokerage firms on the NE WI Association of Realtors website and all were notified of the RFI by e-mail and seven responses were received. The recommendation is to go with Jason Gerhard & Associates.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to accept bid of Jason Gerhard & Assoc. to be the licensed real estate agent of the Treasurer for up to three years at the discretion of Treasurer and Administration Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

5. **Such other matters as authorized by law. None.**
6. **Adjourn.**

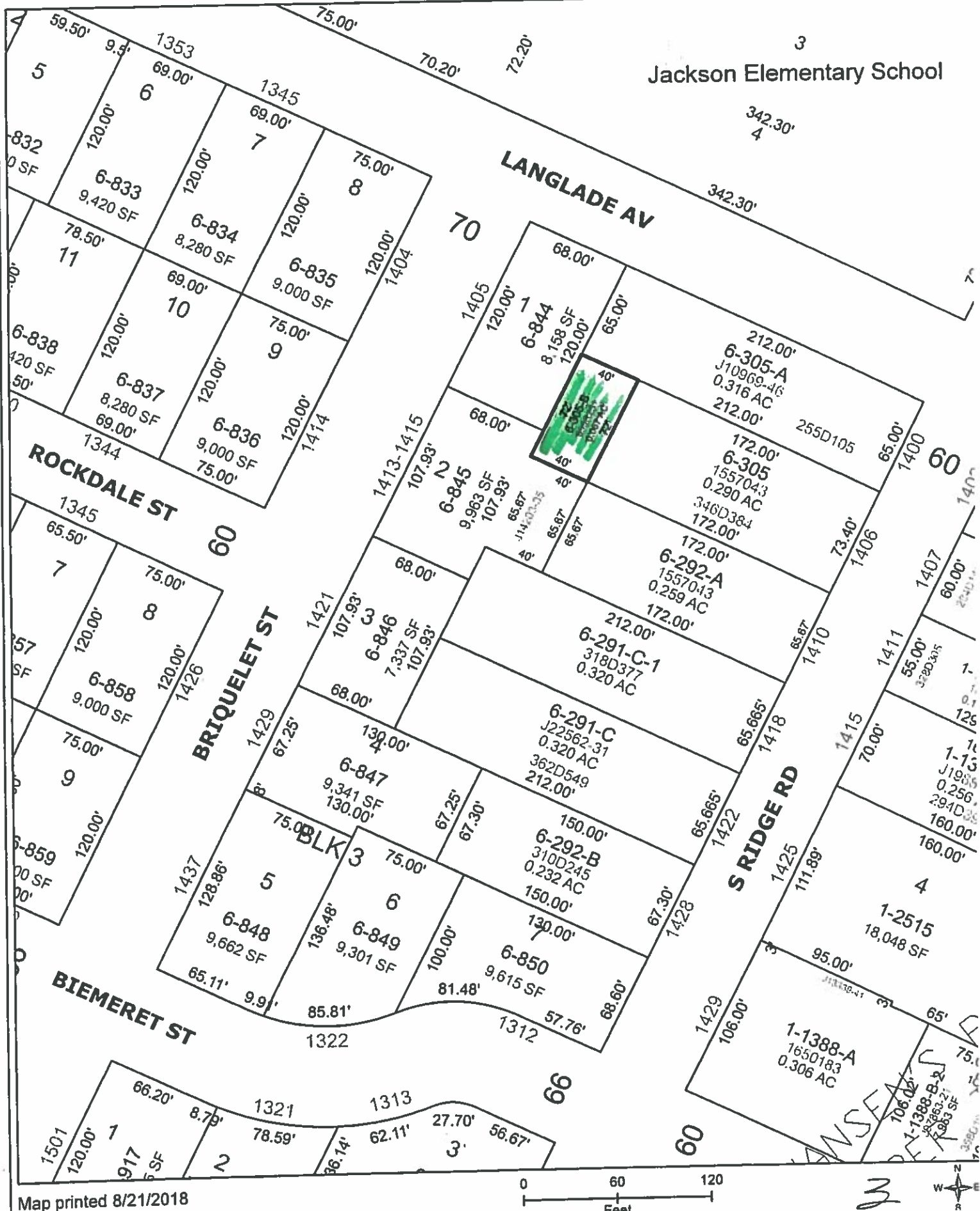
Motion made by Supervisor Vander Leest, seconded by Supervisor Schadewald to adjourn at 6:55 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

Parcel # 6-305-B

LEGEND

 Subject Parcel

**Request for Information (RFI)
For
Brown County**

**Realtor to Sell Brown County Owned Real
Estate**

Project # 2269



***Posting Date:* September 12, 2018**

***Response Deadline:* September 18, 2017 11:00 AM Local Time CDT**

To:

Brown County Purchasing

Requirements:

1. County will sign a listing Agreement with Agent Realtor subject to acceptable review of terms by Brown County Corp Counsel.
2. Must be a licensed real estate broker.
3. Agent will list, market, expose the property for sale, show, and conduct open house etc. for period from September 20, 2018 to October 9, 2018.
4. Sealed bids/offers will be accepted by Agent on behalf of Brown County from September 20, 2018 to 10:00am CDT on October 10, 2018. All bids/offers to be presented in the Treasurer's Office no later than 1:00pm CDT on October 10, 2018.
5. Brown County will accept the bid/offer deemed most advantageous to the county, which may not necessarily be the lowest commission or the lowest total cost.
6. High Offer(s) to be forwarded to BC Administration Committee on the evening of October 10, 2018 for review and approval. No offer less than \$ 200,000 can be accepted based on WI State Statute.
7. Action taken by the BC Administration Committee on the Offer(s) will be forwarded to the next meeting of the BC Board of Supervisors scheduled for October 31, 2018.
8. Conveyance is by Quit Claim Deed Only. Brown County makes no claims or provides any assurances.
9. No property condition contingencies of any kind accepted in Offers.
10. Closing must be by 12-31-18 no exceptions.
11. County may choose to provide chosen Realtor additional properties to market over a term of (3) three years with terms and conditions acceptable to both parties.

Property is located 1451 Navigator Way, Hobart, WI 54115. Access to the house will be granted to the successful realtor.

Information to be submitted:

- How do you plan to market the property written on 1 page
- Confirm your company is in good standing with the State DSPS
- What is your commission rate and any and all other anticipated costs and/or fees associated with the sale.
- What is the co-broker split %

Please submit above requested information via email to:

bc_administration_purchasing@co.brown.wi.us

In subject heading please indicate "Response to Project 2269"

PROJECT 2269 - Realtor to Sell Brown County Owned Real Estate

Realtor	Commission	Co-Broker Split	Other Admin Fees
Mark D. Olejniczak Realty	6.00%	2.10%	No Indication
Keller Williams	6.00%	2.10%	Can Vary
Re/Max	5.75%	2.10%	None
✓ Jason Gerhard & Associates	5.00%	2.10%	None
ER	6.00%	2.25%	None
Resource 1	6.00%	2.10%	\$ 250.00
Symes Realty	5.50%	2.40%	No Indication